

STATE OF CALIFORNIA  
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office CSP-Corcoran (COR)/Operations/CALPIA		2. Unit/Industry Healthcare Facilities Maintenance (HFM)	
3. Classification Title Custodian II		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 073-760-2003-002		6. Effective Date	
<p>7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the supervision of the Custodian Supervisor I (Healthcare Facilities Maintenance), the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly. Maintains order and supervises the conduct of inmates to protect and maintain the safety of persons and property. May train, lead or assist inmates and civil service custodians in related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance.</p> <p><b>Work Schedule:</b> Work Days &amp; Hours May Vary</p>			
8. Percentage (%) of time performing duties:		9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary)	
		<b>ESSENTIAL FUNCTIONS</b>	
40%		Under supervision, the Custodian II performs janitorial duties in keeping an assigned office, building, or area clean and orderly; may train, lead, or assist workers in the janitorial duties assigned. Helps in the planning of daily operations, scheduling labor and inspecting work areas. Provides training and assists with performance evaluation. Assists with utilizing the Industry Employment Program.	
25%		Performs and leads workers in the following duties; sweep, scrub, mop, and wax floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; operates scrubbers, buffers, and other equipment and machinery as required.	
20%		Leads the conduct of workers in the janitorial program. Maintains tool and key control per the Department and Institutional procedures. Maintains accurate offender counts. Controls the use and storage of hazardous materials. Enforces the guidelines of the Health and Safety Program and ensures the work meets guidelines to include State Health Department in Title 22, 15, and 8, Bio-hazardous waste, and toxic materials control program.	
10%		Maintains accurate Inmate Work Incentive and time-keeping records. Reviews and documents work performance.	
		<b>MARGINAL FUNCTIONS</b>	
5%		Performs other duties as required such as special projects or safety-related reports. Attends mandatory or job-related training and works cooperatively with the host institution staff. Performs special required duties during emergencies.	
		(Continued on Page Two)	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL			

<p>8. Percentage (%) of time performing duties:</p>	<p>9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first.</p> <p><b>(Continued from Page One)</b></p> <p style="text-align: center;"><b>ADDITIONAL EXPECTATIONS</b></p> <p>Additionally, persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of offenders. Assignments during tour of duty may include sole responsibility for the oversight of offenders and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle always while on the worksite.</p>
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